

D-R-A-F-T
NIH OEODM
Restructuring Staffing Plan
As of 05/27/04

POLICY –

The NIH EEO Office is committed to implementing the consolidation with the smoothest transition for all affected employees consistent with the Secretary's pledge of "*Everyone will have a job*." The intent of this Staffing Plan is to ensure that employees are transitioned in an appropriate, timely and consistent manner into the new organization. This will be accomplished through a placement process where employees are placed into the new organization in a fair and sensitive way that takes into consideration employee competencies and, to the extent possible, employee preferences, and matches them with the needs of the organization.

There will be no RIFs or downgrades of any staff currently engaged in EEO work. HHS mandated administrative (not only EEO) reductions are expected to occur through attrition and voluntary retirement. The plan is intended to define the approach that will be undertaken during various rounds and phases of the consolidation. A number of steps regarding personnel have already been carried out in preparation for the transition. This includes the identification of all employees impacted by the consolidation. This plan is and will remain flexible to accommodate unforeseen circumstances that may arise. That said, the addition of details and modifications to the plan throughout the implementation are expected.

Staff currently in non-supervisory positions may be selected for supervisory positions in the new organization, if the supervisory position is the same grade as their current grade level. Existing career ladder promotion potential will remain in effect; however, no new promotion may occur as a result of the transition. If new positions are created, PD's and classifications shall be completed. Once all staff has been placed and the new organization is functional, new promotion opportunities may be identified.

The FTE ceiling which was established to staff the new organization does not include TEMPS and TERM appointments. If there are any, they shall remain with their respective ICs.

Outlined below is the method, process/procedures and required documentation for transitioning employees into the new organization. This requirement applies to placement of employees in various divisions of the new organization through non-competitive lateral placements, moving employees from one organization to another at equivalent grade level or salary; followed by Merit Promotion Procedures (MPP), if necessary.

METHOD –

The new organization will be staffed from top to bottom through sequential phases and interval placement schedules one round at a time as described below. A diverse placement panel from the Steering Committee that includes senior level representation from ICs will be established to recommend selection of Division Directors to the Director of the new EEO organization. The remaining positions in the new organization will be selected and placed by a panel comprised of the newly selected Division Directors.

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The objective of the placement process is to position staff expertise where it could best serve NIH, our partners and customers and, to the extent possible, accommodate the wishes of employees affected by the transition. The consolidation placement will be primarily achieved through a combination of directed reassignments and Merit Promotion Procedures based on a sequential two phased approach:

Phase I – Directed Placement

- Employees would indicate their three preferences within their current grade level or equivalent, and their documented skills and experience/training.
- The selection panel shall review the organization's functional statements and consider all materials submitted by employees before making placement decisions.
- Upon review and consideration of all documents by the selection panel, directed placement would be used by the panel to move employees into the new organization based upon the needs of the organization to fill positions and, to the extent possible, in one of those preferences.
- The panel's decision is final.

Phase II – Merit Promotion Procedures (MPP) Where directed placement does not fill all positions during **phase I**, MPP would be used to advertise positions through open competition to fill any or all remaining vacancies.

PROCESS/PROCEDURES –

Prior to the beginning of each round, an E-mail message will go out to all affected employees announcing the rounds for the respective/appropriate grades. All affected employees will have 1 week to submit their preferences and resumes before the round closes. Employees may prioritize their preferences with the understanding they may be placed in any of those divisions they applied for and will not be able to decline once selected.

Placement preferences and resumes must be received by the closing date of each round. Employees that do not submit their preferences by the closing date of the round will be directly placed unless they could not comply with the deadline due to circumstances beyond their control (consideration will be given on a case by case basis).

Based on anticipated workload and the purpose of establishing control in the process, the tentative scheduled intervals for the rounds are as follows:

- 1st Round – GS-15 (Div Dir)
- 2nd Round – GS-13 & 14 (supervisory/non-supervisory)
- 3rd Round – GS-5 through GS 12 (EEO Staff)
- 4th Round – Assistants/Administrative and other positions (All grades)

Although the dates for the rounds are yet to be determined, placement decisions will be announced for each respective round separately prior to the beginning of the next round.

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REQUIRED DOCUMENTATION –

Selection and placement will be based on submitted documentation for consideration that addresses:

- *Skills and Experience*
 - One resume (limited to 2 pages) that demonstrates employee competencies.
 - Employees should frame one resume to cover their 3 preferences. The intent is not to address each and every competency for all three preferences, but provide related and relevant experiences that address those preferences.
- *Expression of preferences for functions by divisions*
 - Employees will formally advise selection panel of their interests by submitting their 3 preferred divisions and also by indicating their interests in supervisory or non-supervisory duties.
 - The intent is to have employees express their preferences and submit their resumes electronically through an automated system designed to meet the specificities of the placement process. More information on the implementation of the system is to come at a later date when all the parameters have been identified and a proposal for development is approved by the Director, OEODM.